

## Meeting Guidelines and Ground Rules

1. Scope of issues to be discussed
  - a. Issues shall be limited to those items that are directly relevant to the mission of the team.
2. Acceptable/unacceptable behavior
  - a. Team members will use active listening skills and show courtesy and respect for each other.
  - b. Keep commitments.
3. Procedures:
  - a. How decisions will be made (level of consensus)
    - i. An attempt will be made to reach all decisions and recommendations by consensus – Level of Agreement 4
  - b. Roles and responsibilities
    - i. Team members will attend meetings
    - ii. Team members will keep complete assignments within a timely fashion
  - c. Enforcement of Ground rules
  - d. Structure of discussions
    - i. All meetings will have agendas with meeting objectives clearly identified
  - e. Record Keeping
    - i. Meetings will be documented with meeting summary notes.